2025

Health and Safety Policy
STATUTORY

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Position:	Chair of Governors
Signature:	

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Forward

Safety plays an important role in schools', ensuring pupil safety has been part of the ethical framework for decades. Schools also have a responsibility for safety and it is an integral part of the Ofsted framework.

Like other public services, schools are adapting to a period of considerable change as well as continuing to meet existing challenges. There are new structures and accountabilities, additional parental, public and political overview, alongside worries about excessive risk aversion.

There is a new understanding of the benefits of risk-taking as part of young people's development. Safety education and integrating 'risk' within the curriculum is key to this. Meanwhile, schools have a primary duty to safeguard the staff and young people in their care while at the same time creating the 'risk aware, but not risk adverse' citizens of tomorrow.

Under the Health and Safety at Work etc Act 1974, the employer in a school must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises. Regulations made under the Health and Safety at Work etc Act 1974 set out in more detail what actions are required to take, for example the Management of Health and Safety at Work Regulations 1999.

Aiming for high standards of health and safety is the right thing to do and is not just about legal compliance. Achieving and proving excellence in the way health and safety risks are managed have massive benefits not least in preventing accidents and injuries.

1

1 Health and Safety Policy Statement

Curridge Primary School and its Governing Board recognise and accept its responsibilities to provide a safe and healthy environment for all its staff, pupils, parents, contractors and members of the public.

Curridge Primary School and its Governing Board will comply with its duties under the Health and Safety at Work etc Act and all associated regulations.

We will have a responsible approach to health and safety, striving to provide a safe environment where staff and pupils enjoy working and learning and we all have the opportunity to develop and play a part in the continued improvement of our school and the community.

We will ensure that our decisions reflect our intention that good health and safety management is integrated into everything we do by having a pupil centred approach that puts our pupils at the heart of everything we do.

We recognise that our staff and pupils are our greatest asset and we are confident that together through involvement, support, communication, co-operation and the continual development of a positive safety culture within our school that we can achieve excellence and be proud of our achievements.

We believe that real progress can only be achieved by having a continual commitment to improving health and safety standards in the day-to-day running of the school for the benefit of our staff, pupils, parents, contractors and members of the public.

We encourage you to safeguard your own and others health and safety by evaluating the risks that you encounter and adopt sensible precautions to minimise risks to both yourself and others.

As Head Teacher and Chair of the Governing Board we are committed to ensuring the health, safety and welfare of staff, pupils and stakeholders. We understand the legal, financial and moral obligations but the greatest of these is our moral obligation, as we truly believe that we should all be able to work, live and learn in an environment that is safe but allows for sensible and controlled risks and activities to further develop learning.

Sign:		**Sign:**	
Jackie Livermore		**Sam Smith**	
Head Teacher		**Chair of Governor's**	
Date:	**23rd January 2024**	**Date:**	

2 ORGANISATION

2.1 Responsibilities for Health & Safety Management in Schools

The legal responsibility and thus accountability for health and safety lies with the employer. While this seems straightforward, who the employer is depends on the type of school. There are also differences across England, Scotland and Wales as detailed below.

Table 1*

England and Wales	
School type	Employer
Community schools	The local authority
Community special schools	
Voluntary controlled schools	
Maintained nursery schools	
Pupil referral units	
Foundation schools	The governing board
Foundation special schools	
Voluntary aided schools	
Independent schools	The governing board or proprietor
England	
Academies and free schools	The Academy Trust
*Table 1 from HSE http://www.hse.gov.uk/services/education/faqs.htm	

Although overall accountability lies with the school employer, the school Governing Board, the Head Teacher and other school Teachers and/or Managers involved in the day to day running of the school also have some responsibilities for the health and safety of staff and pupils.

2.2 The Governing Board will ensure that:

a) A supportive and practical framework exists for the continual improvement of the management of health and safety.
b) They measure the performance and effectiveness of school safety management systems.
c) They assist the school to meet their statutory duties for health and safety.
d) The Headteacher produces a school Health and Safety Policy.

e) That suitable and sufficient risk assessments of work activities and other non-routine tasks are undertaken and a written record of the assessments are kept.
f) Sufficient resources are allocated for Health and Safety e.g. in respect of training, personal protective equipment etc.
g) Regular safety inspections are undertaken. It is advised by the Health and Safety Team for Schools that this is completed termly as a minimum with the Headteacher.
h) A positive health and safety culture is established and maintained.

2.3 The Governor appointed to oversee health & safety

a) The Governor appointed for health and safety in schools should be a critical friend and help the school to identify the significant health and safety issues and ensure appropriate management is in place through the implementation of effective policies, procedures and safe systems of work.
b) The Governor should seek to do this through a process of asking questions, seeing evidence and suggesting relevant and practical improvements.
c) The Governor may wish to meet regularly (3–6 times a year - as agreed) with designated staff to discuss relevant issues and complete site inspections and ensure that the school is managing the significant risks.
d) To complete regular site inspections or walkabouts using the checklists provided to identify hazards and check they are appropriately managed.
e) To ensure the school is managing health and safety issues in a planned and sensible manner.
f) To report to the Governing Board through the academic year on issues such as:
    - Results from West Berkshire Council, Health & Safety Team Needs Assessments.
    - Visits from enforcing authorities such as the Health & Safety Executive or the Royal Berkshire Fire & Rescue Services.
    - Accident and incidents at the school.
    - Progress on recommendations from any of the above.
    - Significant risks or issues.
    - School safety inspections etc.
g) To assist schools and West Berkshire Council to meet their respective statutory duties to ensure health and safety is well managed for the benefit of children and all other stakeholders.

2.4 Responsibilities of Head Teachers and the Schools Management Team

Head Teachers and the school management team have considerable autonomy in the day-to-day running of their schools. It is important that Head Teachers exercise this autonomy in line with their employer's policies, procedures and standards.

The Headteacher will:

a) Ensure that the school develops and effectively implements its health and safety policy and has effective arrangements for managing health and safety at the school.
b) Maintain effective communications with employers, governors and the school workforce and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.

c) Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
d) Consult and work with recognised TU safety representatives/employee representatives and safety committees.
e) Will delegate specific tasks to individuals to assist in the implantation of the health and safety policy but will retain overall responsibility of ensuring that they are implemented.
f) Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.
g) Ensure that suitable and sufficient risk assessments of work activities and other non-routine tasks are undertaken, understood by relevant persons and a written record kept.
h) Ensure that regular safety inspections of the school are completed.
i) Co-operate with the Employer in meeting its legal requirements

Getting health and safety leadership right is about managing risk sensibly – not trying to eliminate it altogether. Head Teachers should provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the things that really matter.

2.5 Responsibilities of all Employees

All staff employed by the school will ensure that:

a) They take reasonable care for their health and safety and that of other persons who might be affected by their acts or omissions at work and during off-site activities.
b) They cooperate with the employer, school governors and Head Teacher on all matters relating to health and safety.
c) They report to the Headteacher or Line Manager any serious or immediate danger or any defects noted with plant, equipment, machinery or the workplace generally.
d) They only use equipment or machinery which they are competent to use in-line with instruction, training and information provided and do not misuse anything that has been provided for health and safety purposes.

2.6 Responsibilities of Volunteer Helpers

Volunteers have the same duties as those indicated for employees and should be treated as employees when volunteers are used by schools.

Note: Staff and volunteers are advised to ensure that their own vehicle insurance covers them for use of the vehicles for work purposes, including the transport of pupils if applicable. The Council does not hold insurance to cover use of private vehicles. *Further information included in the Arrangements section*.

2.7 Competent health & safety assistance

The Management of Health and Safety at Work Regulations 1999 state that “Every employer shall appoint one or more competent persons to assist in undertaking the measures needed to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997.

West Berkshire Council has a professional and dedicated Schools Health and Safety Team who provide support and advice to schools on all aspects of health and safety including policy development and effective implementation, user friendly guidance and information, support in completing risk assessments, a complete range of health and safety training, a regularly updated website, CREST documents, safety alerts and health and safety newsletters/updates.

2.8 Health & Safety Team Responsibilities (For schools covered by service provision)

West Berkshire Council Schools Health and Safety Team responsibilities are:

- Developing health and safety policies, procedures and guidance.
- Providing health and safety advice.
- Safety inspections / needs assessments of schools and other premises where staff work.
- Provide technical input and support to health and safety committees.
- Receive and record accident and incident reports.
- Assists Head Teachers in investigating accidents and incidents.
- Report to relevant persons on health and safety incidents and issues.
- Provide health & safety update reports to senior management.
- Develop and deliver training.
- Liaise with partners and external agencies including other Council's, Health and Safety Executive, Fire Brigade, Police etc.

3 ARRANGEMENTS

The Head teacher (Responsible Person) and school management team is responsible for ensuring that the arrangements detailed below are put in place and run effectively in school. Specific tasks to assist in implementing the policy can be allocated to other staff members as part of their job roles.

3.1 Induction

The school recognises that it is essential that any new member of staff is made familiar with the health and safety provisions in their workplace and in particular the emergency and first aid arrangements. They should also be aware of the risk assessments and hazards that have been identified and resulting control measures, which have been introduced to minimise the risk. During such induction, the manager should identify whether the person has received appropriate training and is familiar with any equipment provided, records of the areas covered in the induction process will be kept.

We will ensure our induction process for new staff and new pupils is robust and ensure that they are made aware of the essential health and safety issues.

3.2 First Aid Arrangements

The school recognises and accepts the requirements to have suitable and sufficient first aid provisions in place. All schools are required to complete a suitable and sufficient First Aid Risk Assessment in accordance with The Health and Safety (First-Aid) Regulations 1981.

The Head teacher and Governing Board will ensure the following arrangements are in place:

- Names and location of first aiders and first aid kits are displayed and communicated.
- Adequate provision for first aid including lunch times and breaks etc.
- Adequate provision for leave and in case of absence.
- First aid provision for off-site activities e.g. educational visits.
- Adequate provision for practical areas such as science, technology, home-economics and physical education departments.
- Provision for out-of-school-hours activates, e.g. sports and clubs.
- Agreements with contractors working on site such as caterers or cleaners for joint provision for their employees.
- Provision for trainees working on-site.
- Agreed procedures for isolated areas e.g. playing field.
- Ensure that training is provided to maintain competence of first aiders.
- Ensure first aid provision is maintained.
- The First Aid Risk Assessment will be reviewed regularly or upon change in circumstances such as new staff, change of use of building and change of pupil numbers.

These arrangements will be recorded in a First Aid Risk Assessment.

Schools should prominently display the names and location of First Aiders and First Aid facilities.

3.3 Administration of Medicines

The school recognises the need to provide support for children who may require medicines at school.

- Short term administration of medicine for a specific ailment is usually acceptable providing that parental guidance is backed up with instructions on the medicine itself and the guidance is followed; otherwise, a health professional should be consulted for guidance.

- Where a care plan is required because a child has longer term health issues, this must be fully adhered to. The care plan must be written by a health professional in consultation with other interested parties, the parents cannot themselves produce one in isolation as they lack the medical knowledge to do so.

- Staff training BEFORE the child starts in the setting is mandatory and the school must ensure that there is adequate cover available for staff absence/school day trips etc. Training must be refreshed at regular intervals and both the Insurance section and the school nurses should be made aware of the child's medical needs.

- Where required the use of Epi-pens in school should be by trained staff following a care plan.

- Where individual care plans identify the need for medical interventions the school will contact their insurer to ascertain what level of insurance cover and controls are required.

3.4 Accident, Danger Occurrence, Violent Incident and Near Miss reporting

The school recognises and accepts the need to have robust system in place to report and record all accidents and incidents at school. The school will ensure that Parents and carers of pupils who are involved in accidents/incidents at school are provided with appropriate information.

The school will use the Council's information system CREST to record relevant accidents/incidents and property damage or claim incidents. Accident Investigations will be conducted where applicable and reported in accordance with **(RIDDOR)** Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Serious incidents should be reported to the Schools Health and Safety team at the earliest opportunity.

Where accidents are found to have been caused by faulty plant, equipment, premises or unsafe systems of work actions must be taken to remove or isolate the hazard and warn people until the necessary modification or repairs can be made.

Incidents should be investigated, appropriate to their nature and scale, to see whether recurrence can be prevented. If an incident is potentially serious or represents a trend in accident types steps, including the review of previous risk assessments, should be initiated to prevent a recurrence.

It is particularly important to report all near-miss incidents in which harm or damage to property may have occurred but did not on this occasion. Accurate reporting of near-miss incidents can help to prevent harm to persons or damage to property in future.

3.5 Health and Safety Representatives and Committees

The school recognises and accepts the need to have suitable arrangements in place to support effective communication on health and safety issues. Under the Safety Representatives and Safety Committee Regulations 1977 a recognised independent Trade Union has the right to appoint Safety Representatives. Ideally such representatives should have two years relevant experience. Unions are required to inform the school in writing, when this is in place schools must consult with representatives on safety matters.

3.6 Health & Safety Consultation and Committees

The school recognises and accepts the need to have suitable arrangements in place to support effective communication on health and safety issues. There are two sets of regulations regarding the effective consultation and communication with employees through a health and safety committee.

In workplaces where the employer recognises trade unions and trade unions are recognised for collective bargaining purposes, the Safety Representatives and Safety Committees Regulations 1977 (as amended) will apply.

In workplaces where employees are not in a trade union and/or the employer does not recognise the trade union, or the trade union does not represent those employees not in the trade union, the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) will apply.

Consulting with employees can have real benefits for your business, including:

- Increased productivity – businesses with good workforce involvement in health and safety tend to have a better productivity rate;
- Improvements in overall efficiency and quality; and
- Higher levels of workforce motivation.

Consulting employees about health and safety can result in:

- A healthier and safer workplace – your employees can help you to identify hazards, assess risks and develop ways to control or remove risks;
- Better decisions about health and safety – they are based on the input and experience of a range of people, including employees who have extensive knowledge about their own job and the business;
- A stronger commitment to implementing decisions or actions – as employees have been actively involved in reaching these decisions;
- Greater co-operation and trust – employers and employees who talk to each other and listen to each other, gain a better understanding of each other's views; and
- Joint problem-solving.

By law, you must consult all employees on health and safety matters. Some workers, who are self-employed, are still classed as employees under health and safety law.

You must consult with employees or their representatives about the following:

- The introduction of any measure which may substantially affect their health and safety at work, e.g. the introduction of new equipment or new systems of work, such as the speed of a process line or shift-work arrangements;
- Arrangements for getting competent people to help them comply with health and safety laws (a competent person is someone who has the necessary knowledge, skills and experience to help an employer meet the requirements of health and safety law);
- The information you must give your employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk;
- The planning and organisation of health and safety training; and
- The health and safety consequences of introducing new technology.

If at least two health and safety representatives request, in writing, that a safety committee be formed within the workplace, you must establish such a committee within three months of the request.

Consultation does not remove your right to manage. You will still make the final decision, but talking to your employees is an important part of successfully managing health and safety.

Where you already have existing consultation arrangements that satisfy health and safety law, there is no requirement to change them. However, you may want to review your arrangements on a regular basis to make sure that they continue to work for your organisation.

3.7 Critical Incident and Emergency Plans (including Fire Arrangements)

The school recognises and accepts the need to have suitable arrangements in place to deal with emergency situations and to return the school to normality as soon possible afterwards. A critical incident is one that is likely (or has potential) to cause an occurrence that is beyond the capacity of the school operating under normal conditions to respond to independently such as:

- Threat to safety and welfare of pupils and/or staff
- Immediate or delayed emotional reactions in large numbers of staff, pupils or parents, surpassing their normal coping mechanisms
- Serious disruption to the running of the school
- Significant public/news media attention on the school

Emergency planning will include situations such as:

- Accidents off site
- Bomb threats
- Death
- Flooding – building and environment
- Gas leak
- Hostage situation in school
- Severe storms and adverse weather
- Sexual assault or child abuse
- Sickness and infectious disease
- Attacks on students and members of staff
- Chemical/toxic/hazardous material spill
- Earthquake
- Fire
- Heatwave
- Industrial emergency nearby
- Missing child/abduction/runaway
- School trips and incidents
- Shooting

- Threatening person outside the building or school grounds
- Threatening person in the school building
- Utility failure
- Unsafe structure

The Critical Incident Plan is held: ***School Office*** and will be reviewed **Annually**

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Head teacher, Deputy Head teacher or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. They will liaise with the emergency services when they arrive and take advice from them. **The priorities are as follows:**

1. To ensure the safeguarding and safety of all persons, their protection from danger, their care and the application of first aid and medical treatment, where appropriate;
2. To call the emergency services when appropriate;
3. To safeguard the premises and equipment, if this is possible without putting persons at risk.

3.8 Fire Prevention and Detection Equipment, Arrangements and Training

The school recognises and accepts the need to have suitable arrangements in place to ensure that fire safety is appropriately managed, that staff and pupils are aware of what to do in the event of emergency and that fire systems and procedures are in place, practiced and maintained or serviced in line with best practice.

It's a requirement of the Regulatory Reform (Fire Safety) Order 2005 to carry out a suitable and sufficient Fire Risk Assessment. Fire risk assessments will require regular review (usually annual) or in the event of changes such as buildings works, improvements, remedial work, alterations to buildings, a fire incident, a change of Responsible Persons (Head Teacher), changes to arrangements, changes in the use of rooms or it is considered that the fire risk assessment may no longer be valid. Failure to keep your fire risk assessment up to date and under review could result in enforcement action from the Fire Brigade.

Note: a new fire risk assessment would not normally be required provided that the fire risk assessment carried out remains suitable and sufficient. You need to ensure it remains suitable and sufficient through your regular reviews and none of the changes set above has taken place.

3.9 Severe Weather Plan

The school recognises and accepts the need to have suitable arrangements in place to ensure the safety of staff, pupils and visitors in the event of severe weather.

3.10 Risk Assessment

The school recognises and accepts the need to have robust arrangements in place to ensure that risks are identified, assessed and appropriate controls are put in place. We recognise the need to communicating the significant findings of risk assessments with relevant persons and keeping risk assessments under review to ensure they remain valid.

Risk assessments should be completed by competent staff. Training is available from the Schools Health and Safety Team who can also provide advice and support to schools in completing and/or reviewing risk assessments. The Team also have a suite of school risk assessment based on the typical job roles in a schools, which can be used as a starting template.

Schools need to make sure that the risk assessment process is robust and that the significant risks identified are effectively communicated to and understood by those persons who may be affected. A simple way to achieve this is to involve the relevant persons in the development and completion of risk assessments and that all relevant parties sign the risk assessments to confirm communication and understanding. Risk assessments should be disseminated to relevant staff, evidence of distribution kept and where there are assessment specific to hazards/risk or job roles confirmation of understanding of the controls in place should be sort (this should be evidenced).

Risk assessments should be regularly reviewed (usually annually) or in the event of change of circumstances such as a new staff or in the event of an incident or accident investigation, any changes/review must be recorded.

3.11 Manual Handling of Loads in accordance with The Manual Handling Operations Regulations 1992.

The school recognises that many staff will from time to time have to do manual handing tasks and accepts the need to have suitable arrangements in place to ensure that manual handling risks are identified, assessed and appropriate controls are put in place.

Staff who are required to manual handle loads as part of their role, should receive appropriate training. Where a manual handling activity cannot be eliminated then it needs to be assessed and any further controls such as mechanical aids or team lifting be recommended. A manual handling risk assessment can in many cases be completed as a dynamic assessment by the individuals carrying out the manual handling tasks. A simple manual handling is normally based on **TILE** and will consider the following:

- **T**ask
- **I**ndividual
- **L**oad
- **E**nvironment

NB: If the activity presents significant risk to vulnerable individuals such as new and expectant mothers or people with pre-existing back injuries then those people may need to be prohibited from carrying out the activity.

3.12 Manual Handling of People

The recognises that the manual handling of people, including children, is a specialised skill and specific training must be provided in these circumstances to any staff who may need to regularly assist or manually handle people.

3.13 Maintenance of Manual Handling Equipment

Mechanical lifting aids reduce the need for manual handling but can pose their own hazards. All types of lifting equipment, including lifting gear, and lifting operations must comply with The Lifting Operations and Lifting Equipment Regulations 1998, its Approved Code of Practice and the Provision of Work Equipment Regulations 1998. Lifting equipment covers cranes, lifts and hoists, and components, ie chains, ropes, slings, hooks, shackles and eyebolts.

A checklist for mechanical lifting

- All lifting equipment must be suitable for activity it is to be used for. Consider the environment it will be used in, the load to be lifted and addition risks posed by its operation.
- Lifting equipment must have adequate strength and stability (consider mobile equipment).
- Provide operators with a suitable position and a safe place of work.
- Train operators, ensure they have relevant experience and are competent to operate lifting equipment safely. Pay particular regard to the maturity and judgement of young persons.
- Ensure a competent person thoroughly examines and inspects all lifting equipment as necessary (this is usually done by an insurance company). Keep copies of the report of examination.
- Clearly mark machinery and accessories with their safe working load.
- Ensure a competent person plans and supervises all lifting operations to ensure that it is carried out safely. Minimise risks identified in the initial risk assessment.

3.14 Lifting Equipment (including that provided for pupils with special educational needs)

"Where lifting equipment, including hoists and slings, is used by people who are at work, the Lifting Operations and Lifting Equipment Regulations (LOLER) apply. In addition to routine maintenance and servicing, LOLER requires employers to make sure that lifting equipment is inspected and thoroughly examined. 'Thorough examination' by a 'competent person' is required either at six-month intervals or in accordance with a written scheme of examination."

Lifting equipment covered by LOLER includes all of the following:

- Cranes
- Scissor lifts
- Telehandlers and industrial lift trucks
- Vehicle tail lifts
- Bath hoists
- Workplace passenger and goods lifts
- Hoists
- Stair lifts
- Vehicle lifts

Accessories for lifting covered by LOLER includes all of the following:

- Slings
- Eyebolts
- Hooks
- Ropes used for climbing or positioning
- Shackles

The school recognises the need to have robust systems to ensure mechanical lifting equipment is inspected, maintained and tested in accordance to manufacturer's guidance and best practice. The school will ensure that all relevant lifting equipment and accessories used for moving people are inspected and serviced every six months by a competent person and kept in good working order.

3.15 Provision and Maintenance of Equipment

The Provision and Use of Work Equipment Regulations 1998 (PUWER) places duties on people and schools who own, operate or have control over work equipment. PUWER also places responsibilities on schools and organisations whose employees use work equipment, whether owned by them or not." HSE.

Schools are advised to refer to Manufacturer Instructions in relation to specific requirements for Statutory Inspection and Maintenance.

3.16 Working at Height (in accordance with the Work at Height Regulations 2005)

The school recognises that falls from height are one of the biggest causes of workplace fatalities and major injuries. Common causes are falls from ladders and through fragile roofs. The purpose of Work at Height Regulations is to prevent death and injury from a fall from height.

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. For example, you are working at height if you:

- Are working on a ladder or a flat roof;
- Could fall through a fragile surface;
- Could fall into an opening in a floor or a hole in the ground.

Take a sensible approach when considering precautions for work at height. There may be some low-risk situations where common sense tells you no particular precautions are necessary and the law recognises this.

There is a common misconception that ladders and stepladders are banned, but this is not the case. There are many situations where a ladder or a stepladder is the most suitable equipment for working at height.

Before working at height you must work through these simple steps:

- Avoid work at height where it is reasonably practicable to do so;
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

The right type of equipment for working at height does not include chairs, tables or desks.
Ladders and stepladders are available in different grades and strengths as set out below.

	Highest rated in terms of strength & quality
	Commercial light trade work & heavy DIY use

	Occasional light domestic tasks

Schools should use either ladders that carry the blue or green logo or Class I or EN131 markings above depending on the purposes for which it is intended. Class III domestic ladders and stepladders will not usually be appropriate in schools or workplace settings.

Ladders and stepladders should ideally have a unique number or identifying mark, be incorporated onto a register of ladders and stepladders and should be subject to periodic inspection (1-3 months depending on level of use) by a competent person to ensure the ladders remain in good condition. Users should be required to carry out a pre-use check.

In schools it is advisable that a local work at height policy is developed that incorporates the following points:

- No work at height should take place whilst children are present, unless the work area can be adequately segregated.
- Ladders and stepladders should be held in a secure location, only accessible to authorised persons.
- Teachers and others should sign out the ladder or stepladder for use.
- Assistance should be provided to those working at height, where required.
- Ladders and stepladders should be subject to periodic inspection (1-3 months depending on usage) by a competent person to ensure the ladders remain in good condition.
- Users should be required to carry out a pre-use check.
- Risk assessments covering work height tasks should be completed, reviewed regularly and communicated to relevant persons.

3.17 Health and Safety Training

The school recognises the need to provide health and safety training, to have a training plan and to ensure training is refreshed regularly. “The Health and Safety at Work etc. Act 1974 requires schools to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees.” HSE.

All staff will receive an induction part of which will include on their first day essential safety matters such as emergency procedures for raising alarm and evacuation procedures, first aid and welfare facilities

Health and safety training for schools staff may include but is not limited to the following:

- Health and Safety Policies: West Berkshire, Education, and School.
- Off-site Activities Procedure (Evolve)
- Premises Asbestos Survey and instruction
- Risk Assessments
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment

- Procedures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements
- Work at height
- Manual handling (objects and/or people)
- Stress management
- Managing contractors

Schools should keep a register of all relevant training, including health and safety that all schools staff attend. This will assist the school in ensuring that training is up to date and refreshed accordingly. West Berkshire Council provide many refresher courses for mandatory or recommended training on a three yearly basis or sooner, where relevant.

3.18 Offsite Activities

The school recognises the need to have robust procedures in place to assess and manage risk to provide safe and enjoyable school trips and off-site activities. A large number of school visits take place successfully each year. HSE published a policy statement to encourage all schools (in both maintained and independent sectors) and local authorities to remove wasteful bureaucracy imposed on those involved in organising school visits and outdoor learning activities.

HSE's statement makes clear:

- That the focus should be on how the real risks arising from such visits are managed and not on paperwork;
- The need for a proportionate and sensible approach for planning and organising off-site activities;
- That those organising visits should simplify the planning process and authorisation arrangements for visits that involve everyday risks;
- That HSE's primary interest is real risks arising from serious breaches of the law. Any HSE accident investigation will be targeted at these issues.

To ensure that sensible and proportionate steps have been taken by a school and its staff, offsite activities will be arranged in accordance with the Offsite Activities Manual provided by West Berkshire Council and the Evolve Team at Hampshire County Council.

Activities carried out on behalf of West Berkshire Council operate within a legal framework and the off-site activities manual outlines this framework for West Berkshire schools.

3.19 Caretaker, Cleaning Equipment, Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery, other Machinery and Tools)

The school recognises the need to have safe equipment. This includes moving and handling equipment; powered cleaning equipment, power tools, and hand tools. All equipment will be serviced and maintained according to the manufactures instructions. Its use will be risk assessed and staff will be trained to use it safely and correctly.

3.20 School Kitchen Catering Equipment (e.g. fryers, cookers, combi ovens, dough mixers, slicing machines, potato peelers).

Schools are responsible for the kitchens and the kitchen equipment. Schools Kitchens must be included as part of a Health and Safety walkthrough by Governors. All equipment will be serviced and maintained according to the manufactures instructions. If catering staff are directly employed its use will be risk assessed and staff will be trained to use it safely and correctly.

3.21 Catering (For completion only by schools with an in house catering operation on site)

The school will ensure that the safe preparation of food and the nutritional standard of the meals is monitored and maintained. Staff will be the appropriate level of food hygiene training. All equipment will be serviced and maintained according to the manufactures instructions. Its use will be risk assessed and staff will be trained to use it safely and correctly.

3.22 Statutory Checks and Maintenance of Curriculum related Equipment

The school recognises the need to ensure that statutory inspections, testing and maintenance is completed for relevant equipment. Additional consideration is taken for the higher risk departments listed below. Equipment will be serviced and maintained according to the manufactures instructions, maintenance and testing schedules and CLEAPSS http://www.cleapss.org.uk/ guidance in relation to specific requirements for Inspection and Maintenance. Its use will be risk assessed and staff will be trained to use it safely and correctly.

a) Laboratory Apparatus and Equipment curriculum based
b) Design and Technology Equipment (Resistant and Compliant Materials such as wood and metal).
c) Design and Technology Equipment (Food Technology and Textiles)
d) Art and Design Equipment (Fine Arts)
e) PE Equipment
f) Stage Lighting Equipment
g) Mobile Staging and Seating

3.23 Premises Management

The school recognises the need to provide safe and secure premises and as such a range of issues needs to be considered and managed.

a) Management of Asbestos the school will ensure that an asbestos management survey is undertaken and the condition of asbestos containing materials are reviewed at least annually, a management plan and register is put in place and appropriate training given to staff.

b) The Gas Safety (Installation and Use) Regulations 1998 & The Pressure Systems Safety Regulations 2000 the school will ensure that statutory safety inspections are undertaken. These Regulations give detail of the level of competence required for Statutory Inspections, the frequency and maintenance schedules.

c) Security the school will maintain security systems, put in place and practice emergency drills (lock down/evacuation) and monitor site security.

d) Repairs and Maintenance a pre-planned maintenance schedule will be put in place and have a system for reporting of maintenance issues to be resolved.

e) **Electrical installation -** the school is required to ensure electrical systems in schools are safe. The fixed electrical installation is tested and certificated by a competent person every 5 years as required by the Electricity at Work Regulations 1989.

f) **Portable Appliance Testing (PAT)** - The school recognises the need to ensure portable electrical equipment in schools are safe. Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use. In addition the portable electrical equipment is subject to regular checks in line with guidance. Staff must not bring onto the premises any portable electrical appliances without prior consent of Head teacher.

g) **Water Management** The school recognises the need to have robust procedures in place to ensure that water systems are appropriately managed to prevent legionella. All schools must ensure that Legionella Risk Assessment are completed and regularly reviewed in relation to water management and hot and cold water systems and measures have been introduced to manage the risk of legionnaires disease through the effective implementation of the written scheme.

3.24 Housekeeping and Disposal of Waste

The school recognises the need to have adequate systems to ensure good housekeeping and safe storage and disposal of waste.

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke. All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

3.25 Outdoor Play Equipment and Outdoor Play areas including School Playing Field

The school recognises the need to provide play equipment that stimulates and challenges children at play but that play equipment also needs to be safe and age appropriate. The school recognises the need to have adequate systems to ensure play equipment is safe and in good condition and have appointed staff with responsibilities and tasks. Daily, monthly and statutory annual checked will be undertaken and recorded.

3.26 Control of Substances Hazardous to Health (COSHH)

The school recognises the need to manage chemicals safely. The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.

Records of the risk assessments and Safety Data Sheets (SDS) carried out are kept in COSHH assessment files in the relevant Areas/Departments and in the relevant standards such as CLEAPSS documentation for both Science and DT.

A central record of all COSHH Assessments and safety data sheets (SDS) it to be maintained and located in a central accessible point.

3.27 Display Screen Equipment (DSE)

The school recognises the need to have appropriate procedures in place to provide display screen equipment that is compliant to the regulations and safe for staff and pupils to use.

Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers and equipment that requires good ergonomics such as chairs and desks must complete a DSE Assessment.

3.28 Personal Protective Equipment (PPE)

The school recognises the need to provide suitable PPE, where necessary and that PPE should be considered a last resort in favour of removing or reducing risks or providing collective protection measures etc.

PPE examples include protective gloves, aprons, protective goggles, protective shoes or boots and high visibility jackets. In relation to use of chemicals Safety Data Sheets provide information as to the PPE required. In relation to equipment please refer to manufacturer's instructions. In relation to Curriculum activities CLEAPSS also gives guidance.

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.
All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

3.29 Visitors

The school recognises the need to keep visitors, staff and pupils safe when on the school premises.

On arrival all visitors should report to reception where they will be issued with:
An identification badge
Relevant health and safety information (inc fire arrangements, first aid, asbestos, safe guarding)
Visitors should be asked to sign in/out upon entry and exit of the building and return identification badges.
Reception should enquire whether visitors require any additional support.

3.30 Improvements to Building and Construction Work

The school recognises that improvement works will be required from time to time and will ensure that appropriate permissions are sought from all relevant parties. The school will ensure that relevant proposals are submitted to West Berkshire Council Education Department for consideration and advice via the School Premises Alteration Request SPAR process

Schools undertaking Building Projects that fall within Construction (Design and Management) Regulations 2015 CDM must ensure they fulfil the legal requirements.

3.31 Management of Contractors on School Site

The school recognises the need to select and appoint competent contractors to carry out work on its behalf. When selecting and vetting contractor's health and safety, policies, procedures, risk assessments, method statements and past health and safety performance will be assessed and checked.

3.32 Vehicles

All staff who use their own vehicles for any purposes in relation to the school MUST carry business use insurance. This includes Teachers and Head teachers and some support staff. It is irrelevant as to whether this happens in the school day or after hours e.g. sports activities etc.

If staff transport children in their own vehicles, in addition to business insurance; Insurers may need to be made aware of the fact that children are being transported, as part of the business of working in a school, and given an indication of the frequency, duration and numbers transported. Withholding this material information from Insurers can lead to your Insurance being invalidated.

The school will check that drivers hold appropriate driving licenses, insurance and comply with the schools policy on driver endorsements before transporting pupils or staff on the schools behalf.

School minibuses can only be driven by suitably qualified staff who have a driving licence appropriate for the vehicle, usually D1 (or D) PCV entitlement and have completed a minibus course. A Section 19 Permit of the Transport Act 1985 can be applied for if driving not for hire or reward.

The Head teacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law (MOT, servicing, vehicle checks and insurance).

School owned, hired or leased minibuses or coaches are only to be used for approved journeys and must always display the S19 permit on the bus.

3.33 Stress

The school recognises that schools can sometimes be a challenging place to work and are aware of the need to manage stress appropriately. The school will put measures in place to manage stress in the work place and will do individual risk assessments where necessary.

3.34 Bullying/Harassment

Bully and harassment will not be tolerated in school and such incidents will be investigated and should be recorded on CREST

3.35 Lettings

Where areas of the school are let to outside groups, this will not interfere with the day to day running of the school, risk assessments will be required from hirers and the school insurer consulted/informed.

3.36 Ventilation

The school will ensure that the building is well ventilated with natural and/or mechanical ventilation to maintain a comfortable working environment. Staff who have concerns over the levels of ventilation should notify the Head teacher for investigation.

3.37 Lone Working

Where lone working takes place, a risk assessment will completed and the school will put measures in place to ensure the employees safety while on site, this information will be disseminated to all relevant staff and

reviewed periodically. Where contractors are lone working onsite (e.g. cleaners) the school should ensure their lone working procedures are suitable and sufficient.